

**Reference No.- QCI/ADMIN/1223/254**

**Request for Proposal for the Supply of  
'Customize Tile Based Calendar'**



**QUALITY COUNCIL OF INDIA**

2nd Floor, Institution of Engineers Building

2, Bahadur Shah Zafar Marg, New Delhi – 110002 T: +91-11-23378056 / 57; F: +91-11-23378678

W: [www.qcin.org](http://www.qcin.org) E: [info@qcin.org](mailto:info@qcin.org)

## Tender Notice

1. Quality Council of India invites proposals for **“Supply of Customize Tile Based Calendar”**.
2. The content of this Request for Proposal (RFP) enlists the requirements of the QCI. It includes the Bidding Terms which details out all that may be needed by the potential bidders to understand the terms and bidding process and explain the contractual terms that the QCI wishes to specify at this stage.
3. After the submission of the Technical and Financial Proposals according to the instructions provided in the sections below, the bids will be evaluated through Least Cost Selection (LCS) System basis.
4. The Documents to be submitted:

S. No.	Formats	Particulars
1.	Form A	Covering Letter with the Proposal in response to the RFP Notice
2.	Form B	Relevant Project Experience
3.	Form C	Details of the responding firm
4.	-	Technical & Financial Bid

5. The Technical Bids and Financial Bids may be submitted at the following address on or before January 08, 2024 by 6PM via post/courier/by hand to:

Deputy Director (Finance & Accounts), Quality Council of India, Institution of Engineers Building, 2nd Floor, Bahadur Shah Zafar Marg, Delhi State Centre, New Delhi-110002

## Tender Summary

S. No.	Particulars	Details
1.	Addressee and address at which the bid is to be submitted	Deputy Director (Finance & Accounts), Quality Council of India, Institution of Engineers Building, 2nd Floor, Bahadur Shah Zafar Marg, Delhi State Centre, New Delhi-110002
2.	Last date and time for submission of Applications	January 08, 2024, by 1800 Hrs.
3.	Delivery Timeline	Within 7 days of issuance of Purchase Order
4.	Validity of the Proposal	30 Days
5.	Contact Person for clarification	Procurement Team: <a href="mailto:procurement@qcin.org">procurement@qcin.org</a>
6.	Documents to be submitted	Refer Clause-V: Submission of Proposal

## Introduction

### Quality Council of India (QCI):

The Quality Council of India (QCI) is a pioneering experiment of the Government of India in setting up organizations in partnership with the Indian industry. The mandate of QCI is to lead nationwide quality movement in India by involving all stakeholders for emphasis on adherence to quality standards in all spheres of activities primarily for promoting and protecting interests of the nation and its citizens. To achieve this, QCI is playing a pivotal role in propagating, adoption and adherence to quality standards in all important spheres of activities including education, healthcare, environment protection, governance, social sectors, infrastructure sector and such other areas of organized activities that have significant bearing in improving the quality of life and well-being of the citizens of India.

### I. Requirement:

S. No	Particulars	Description
1	Quantity	7500
2	Size	8 x 8
3	Branding Colour	9 Colours + 24 Carat Gold Printing
4	Material	Ceramic Tile 400 GM
5	Support Stand	SBS Paper Stand
6	Packaging	Craft White Box 3 Ply with 2 Foam 10 mm both sides and logo printing

### II. Pre-Qualification Criteria

S. No.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	The Bidder(s) interested in participating in the Selection Process must be a duly registered legal entity in India, under any one of the following categories: - <ul style="list-style-type: none"><li>• A Limited Liability Partnership ("LLP") registered under the LLP Act, 2008;</li><li>• an Indian Company ("Company") registered under the Companies Act, 1956/ 2013;</li><li>• a "Partnership Firm" registered under the Indian Partnership Act, 1932;</li><li>• a Sole Proprietorship firm, registered as such under the Applicable Laws of India</li></ul>	Registration documents of the Bidder as a company/firm or any legal entity along with: <ul style="list-style-type: none"><li>• Incorporation Certificate of the company</li><li>• PAN Card of the registered legal entity</li><li>• GST certificate of the registered legal entity</li><li>• Certified copy of registered Partnership Deed; copy of Statement filed in the Register of Firms disclosing names, addresses and relevant details of ALL partners of the Partnership Firm</li><li>• MSME Certificate (if applicable)</li></ul> Any other supporting document, as may be required

2	Annual Turnover	Average turnover of at least INR 80 Lakh Generated in the past three (3) financial years(2020-21, 2021-22 and 2022-23).	<ul style="list-style-type: none"> <li>• Turnover certificate by CA (original); or</li> <li>• Audited balance sheets for the last three financial years (i.e., 2020-21, 2021-22 and 2022-23) to support the claim</li> </ul>
3	Work experience	The Bidder(s) must have relevant experience with reference to the supply of Tile based calendar or equivalent product for at least 01 (one) completed contract having a minimum contract value of INR 10 (Ten) Lakhs in the last 03 (three) Financial Years	<ul style="list-style-type: none"> <li>• Contract/ Agreement/ Work Orders from client(s) that clearly states the details of the scope of work, date of commencement, details of design and development of portal related services and support activities undertaken and all other essential details of the contract Client Certificate on the client's letterhead signed by the issuing authority providing the details of the project/contract.</li> </ul>

Interested Bidders submitting their proposals are expected to meet the above pre-qualification criteria. In case any Bidder fails to either meet all these criteria or does not furnish the requisite supporting documents/ documentary evidence in support thereof, the bid is liable to be summarily rejected.

**III. Method of Selection:** The bids shall be evaluated based on Least Cost Selection (LCS) System.

**IV. Terms and Conditions:**

1. Any defect damages or non-compliance to the specification provided must be replaced by the service provider.
2. **Delivery Address:** QCI Office, 2<sup>nd</sup> Floor, Institution of Engineers, 2 Bahadur Shah Zafar Marg, New Delhi, Delhi, 110002.
3. **Delivery Time:** The delivery must be made within 10 days from the date of the issuance of the GeM contract.
4. **Penalty:** QCI reserves the right to lay penalty in case of breach/non-performance of any of the terms of this purchase order or in case of faulty services.
5. **Terms of Delivery:** Delivery at site including loading/unloading.
6. **Payment:** 50% advance payment shall be made on acceptance of GeM contract and remaining payment shall be made within 30 days after the submission of proper invoices post-delivery.
7. **Amendments:** At any time prior to the last date for receipt of proposal, QCI may for any reason, whether at its own initiative or in response to a clarification requested by a bidder, modify the RFP document by an amendment. In order to provide bidders a reasonable time in which to take the amendment into account in preparing their proposals, QCI may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFP.
8. The successful bidder shall be required to submit sample copy for approval before printing the entire lot.

**V. Submission of Proposals:** The intending Service Provider is expected to prepare proposals covering the following aspects:

## 1. Technical Bid

- 1.1 Signed and stamped Form-A, B, C attached as Annexure-A
- 1.2 Details of relevant previous experience
- 1.3 Supporting documents for the details required as per pre-qualification criteria.
- 1.4 Any other details that the bidder may like to provide.

## 2. Financial Bid

S. No.	Particulars	Units	Cost	Taxes	Total Cost
1	Customize Tile Based Calendar	7500			
2	Support Stand	7500			
3	Packaging	7500			
4	Delivery Charges for 2500 pieces	1			
5	Delivery Charges for 7500 pieces	1			

*\*Inclusive of GST*

**Note:** QCI reserves the right to select the delivery lot that is 7500 in single lot or 2500 in three lots.

A detailed explanation of the pricing structure including all price components, unit costs, resource loading, estimates of overheads and any other assumptions made in arriving at the final all-inclusive price quote should be provided.

Please mention the following in preparing your bid:

- Dated this [date / month / year]
- Authorized Signatory (in full and initials)
- Name and title of signatory
- Duly authorized to sign this proposal for and on behalf of [Name of service provider]
- Name of the Firm
- Address of the Firm

## Submission Details

Interested parties may send the **technical and financial proposal in two separately sealed envelopes** inside a larger sealed envelope super-scribing **“Proposal for Supply of Customize Tile based Calendar”** to Deputy Director (Accounts), Quality Council of India, Institution of Engineers Building, 2nd Floor, 2, Bahadur Shah Zafar Marg, New Delhi 110002 latest by 6 PM, January 08, 2024

For further queries, you may please contact [procurement@qcin.org](mailto:procurement@qcin.org)



## FOSTERING A QUALITY DRIVEN MINDSET

2024

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

*March*

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

*April*

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28	29	30				

May

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26	27	28	29	30	31	

June

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July

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28	29	30	31			

## August

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25	26	27	28	29	30	31

September

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

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20	21	22	23	24	25	26
27	28	29	30	31		

November

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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Project Planning &



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**SUPPORTED BY QCI**

## Annexure-A

### Form A: Covering letter with the Proposal in response to RFP Notice

(To be submitted on the Letterhead of the responding firm)

To,  
Deputy Director (Finance & Accounts),  
Quality Council of India,  
Institution of Engineers Building,  
2<sup>nd</sup> Floor, 2, Bahadur Shah Zafar Marg, New Delhi-110002

Subject: Submission of proposal in response to the RFP for “\_\_\_\_\_”.

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP dated\_\_\_\_for “\_\_\_\_\_”,in full conformity with the said RFP document.
2. We attach our technical response and our financial quotation in a separate sealed cover as required by the RFP both of which together constitutes our proposal, in full conformity with the said RFP.
3. We undertake, if our proposal is accepted, to adhere to assign a team dedicate to this project.
4. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
5. We undertake, if our proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between us and QCI or its appointed representatives.
6. We agree to unconditionally accept all the terms and conditions set out in the RFP document and also agree to abide by this bid response for a maximum period of THREE MONTHS from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this bids response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and QCI.
7. We affirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to through this proposal is true, accurate, and complete.
8. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the QCI as to any material fact. We agree that QCI is not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2024 (Signature) (In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of: (Name and Address of Company)

Seal/Stamp of Bidder

{Place}

{Date}

**Form B: Relevant Project Experience**

S. No.	Name of the Project/ Engagement	Client Name	Duration (Period)	Approximate value of the assignment

**Form C: Details of the responding firm**

S. No.	Particulars	Details to be furnished	
1.	<b>Details of responding Company</b>		
	Name		
	Address		
	Mobile	Fax	
	E-mail	-	Website
2.	<b>Information about responding Company</b>		
	Status of Company ( <i>Public Ltd. / Pvt. Ltd etc.</i> )		
	Details of Registration ( <i>Ref e.g. ROC Ref #</i> )		Date
			Ref #
	Details of Service Tax Registration		Date
			Ref #
3.	Current Year Turnover (Rs Crores) from _____ Services in India;		
4.	Company Profile (Operations in India)		
4.1	Average turnover from Indian Operations from _____ services in last three years	(Turnover in Rs Crores)	
4.2	Full-time professional staff engaged in similar projects	(Number of Staff)	
4.3	Extent of operations in India (national spread) i.e. number of offices in India (client specific / project specific offices should not be considered)	(Number of Offices in different cities/towns and their address)	